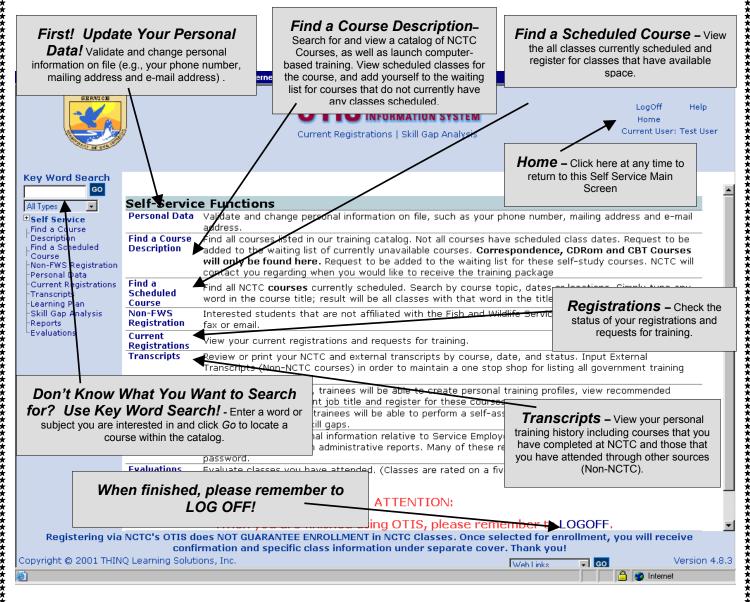
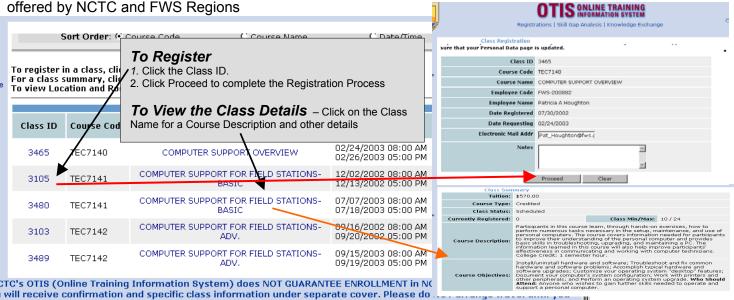
Service Personnel Using OTIS - Online Training Information System



Searching for a Class - Use the Find a Scheduled Course link to search for all scheduled class dates



NCTC and Non-NCTC Transcripts

Use the Transcripts link to view your personal Training History and to input your Non-NCTC training records.

Transcripts			_	
Please enter your selection and sort criteria and click <i>Search</i>				To Search for your NCTC Transcripts – Click the Type
Course Code:	Complete	d between:	(mm/dd/)	/ 511 01 110=0=
Course Name:	✓ Embedded Word	and:	(mm/dd/)	/ To Search for your Non-NCTC Transcripts – Click the
Class Status: Any Status		Type: NCTC Tra	_	Type field. Choose Non-NCTC Transcripts click Search.
	Search	NOTC Trai NON-NCT	nscripts C Transcripts	Input Non-NCTC training records.
Sort Order: © Course Code	C Course Name C Da	ate Completed	C History St.	Status

Terms Used in OTIS

Course - A complete unit of learning listed in the catalog.

Scheduled Course - A scheduled instance of a course. A class has a specific date and time associated with it. Not applicable for self-study or similar computer-based training.

NCTC Transcripts – The history record created when an individual completes a NCTC course. Often includes the date complete, scores, and other relevant information. Note: A transcript can also be created for a failure to complete a course (e.g., no show, dropped, cancelled, etc.).

Non-NCTC Transcripts – The transcript record created by the individual for Non-NCTC training.

Registration Status - There are three possible statuses of registration with regard to a course or class.

Enrolled – A seat has been reserved for you in a specific class date. Note: An approval from your manager or supervisor may still be required prior to attending.

Online Standby – You have expressed interest in attending a specific class date. Your registration has not been fully processed at this time; this is the default status for you when applying via OTIS.

Waiting List – You have expressed an interest in taking a course, but have not selected a specific class date to enroll in. This could be because you have not decided which class to attend, none fit your availability, or that no classes are scheduled for the course. Training administrators often use the waiting list as a gauge as to whether additional classes should be scheduled.

Thank you for using OTIS! Please let us assist you if you are having trouble. Please call 304/876-7692 or 304/876-7267 between 8:00 am and 5:00 pm (e.s.t.) for assistance.